



WEBER COUNTY SHERIFF'S OFFICE
POLICY AND PROCEDURES

**RESPONSIBILITIES/FUNCTIONS OF THE SHERIFF,
UNDERSHERIFF, AND CHIEF DEPUTIES**

EFFECTIVE DATE: 10/07/03
AMENDS/SUPERCEDES: 6.3
STANDARD NUMBER: 11.1.1

REVIEW DATE: 07/21/08
REVISION DATE: 07/21/08

APPROVED: _____
Sheriff Signature

6.3.1 Purpose

To describe the responsibilities and functions of the Weber County Sheriff, Undersheriff, and the Chief Deputies.

6.3.2 Rationale

The organizational structure of the Weber County Sheriff's Office is a determining factor in the delegation of authority and responsibilities among the different components of the Sheriff's Office.

6.3.3 Policy

Offices of the Sheriff, the Undersheriff, and Chief Deputies:

- A. Direct, control and coordinate the personnel and material resources of the Sheriff's Office.
- B. Provide ongoing guidance and direction for the Office. Conduct or have conducted, inspections designed to evaluate and improve overall performance and efficiency of the Office.
- C. Review Sheriff's Office policies and procedures to determine if the objectives of the County and Sheriff's Office are being met.
- D. Develop, present and justify budget estimates for Sheriff's Office operations. Payroll and Finance Administration.

6.3 – Responsibility/Functions of the Sheriff, Undersheriff and Chief Deputies

- E. Coordinates necessary administrative support from the commanders of the Patrol Operations Bureau, the Investigations and Support Bureau, the Professional Standards Section, the Administrative Assistant, and the Executive Secretary.
- F. Supervise and control all internal investigations to insure the confidentiality of all files and related documents.
- G. Review and coordinate risk management issues and make recommendations to the Sheriff.
- H. In coordination with the Professional Standards Bureau and Accreditation Managers:
 - 1. Develop and maintain up-to-date policies and procedures within CALEA standards.
 - 2. Perform inquiries and inspections into the manner in which personnel and material resources are utilized in keeping with organizational values, achieving the Sheriff's Office's goals and insuring that the policies and procedures are being adhered to.
 - 3. Complete special projects as assigned by the Sheriff.
- I. Coordinate Sheriff's Office Training with the Professional Standards Bureau Training Unit
- J. In coordination with the Internal Affairs Unit Staff, administer internal affairs/criminal investigations
- K. Administer public Information/Recruitment with the Professional Standards Bureau
- L. Direct emergency and disaster management planning and research.
 - 1. The Emergency Management Section is under the direct supervision of the Emergency Management Director who is responsible for planning and development of emergency and disaster response contingencies and training for Weber County.

Also refer to: Amateur Radio Emergency Services Unit (This information is moved to 6.4)